

Policy 2.4

Appendix 1: Enrolment Policy Development – Procedures for Primary Schools

1. Development of an enrolment policy

School communities must each develop their own enrolment policy as described in the minimum standards for school registration. The policy must be consistent with Catholic Education Melbourne’s Enrolment Policy 2.4 and enrolment priorities (refer to 3 below), which should accompany the local school enrolment policy as a guide for parents.

In developing the local school enrolment policy, it is expected that schools will:

- follow the enrolment priorities established for schools in the Archdiocese (see below)
- collaborate on the basis of Catholic Education Melbourne regions or across a cluster of schools within a region to ensure consistency and transparency of local school enrolment policies and practices
- ensure enrolment processes are consistent with the procedures in Catholic Education Melbourne Policy 2.4’s ‘Enrolment Processes and Procedures in Schools’ (see **Appendix 4**)
- ensure that enrolment criteria are clear and unambiguous
- comply with all relevant legislation
- collect all information as required by government legislation
- indicate in their enrolment policy that it is consistent with Catholic Education Melbourne’s Enrolment Policy 2.4.

2. Communication with the school community

Catholic schools should have a strategy in place for communicating with the broader community, including Catholic families, about the school’s enrolment policy and processes. In this respect, each primary school should ensure that:

- its enrolment policy is reviewed and updated on a regular basis
- the policy and related documentation are accessible from a variety of sources, including the school’s website and local Catholic churches
- there is collaboration on the promotion of Catholic education in the region
- parents/guardians are aware there is an expectation that they will support the school in the Catholic education of their child and involve themselves as much as practicable
- parents/guardians acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child.

3. Enrolment priorities

There is an agreed order of priority for enrolment in Catholic primary schools in the Archdiocese, which each school must follow in its enrolment policy and practices. Schools are able to elaborate on this list but should ensure that any local criteria are published widely so that enrolment places are offered within acceptable timeframes. The list should be attached to the school’s enrolment policy as a guide to parents.

The order of priority is:

- a) Catholic children who are residents of the parish
- b) Catholic children who are not residents of the parish but are recognised as parishioners by the parish priest
- c) Catholic children from other parishes (for pastoral reasons)
- d) children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who are residents of the parish

- e) children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who reside outside the parish
- f) other Christian children who are residents of the parish
- g) other Christian children who reside outside the parish
- h) non-Christian children who are residents of the parish
- i) non-Christian children who reside outside the parish.

Note: Siblings of children already enrolled at the school should also be given priority.

4. Application for enrolment

Each school should develop its own Enrolment Form which includes a due date.

The Enrolment Form should contain a statement which requires parents/guardians to acknowledge that the school is a Catholic school in which:

- prayer and liturgy are vital aspects of religious life in the school
- the pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church
- the teachings and values of the Catholic Church are paramount.

5. Parental responsibilities

At the time of enrolment, each school should ensure that parents/guardians understand they have a responsibility to provide ongoing support for their child’s Catholic education. In particular, parents/guardians should be asked to make an explicit commitment to the following responsibilities:

- All parents/guardians enrolling a child in a Catholic school should complete the school’s Enrolment Form and ensure it is returned by the due date. This does not guarantee enrolment in the school.
- Parents/guardians must be prepared to support the school in the Catholic education of their child and involve themselves as much as possible.
- Parents/guardians must acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child. (Any difficulties in meeting this commitment should be discussed with the principal.)
- Parents/guardians must advise the principal of any court order(s) that may exist in relation to their child, or any changes to such order(s), and provide a copy of the court order(s) and any subsequent changes for the child’s school file.
- Parents/guardians must provide the school with an immunisation history statement.

Schools should strive to be welcoming and inclusive and to collaborate with parents as partners in the education of their child, while making every effort to ensure a Catholic education is accessible to every Catholic family through the provision of family-friendly fee policies and fee relief.

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